



DESIGN REVIEW PROCESS

Design Review Policy:

- Function of the Design Review Process: To encourage the architectural harmony of *The Grove at Garrett Farm*, the Grove at Garrett Farm Design Code, the developer and all property owners are bound to the regulations defined in The Grove at Garrett Farm Declaration of Covenants and by the requirements contained in this document. To that end, no structure or improvement shall be erected or altered until approvals described in this document have been obtained.
- Scope of Responsibility: *The Grove at Garrett Farm* has the right to exercise control over all construction in *The Grove at Garrett Farm* and will also review all alterations and modifications to structure and improvements (even after initial construction is complete), including, but not limited to: painting, renovations, and landscaping.
- Enforcing Powers: Should a violation occur, *The Grove at Garrett Farm* has the right to injunctive relief, which requires the owner to stop, remove, and/or alter any improvements in a manner that complies with the standards established by *The Grove at Garrett Farm*. Approval by *The Grove at Garrett Farm* does not relieve an owner of his/her obligation to obtain any governmental approvals. If such approvals are required and are not obtained by the owner, *TGGF* and/or the applicable governmental agency may take whatever actions are necessary against the owner to force compliance.
- Limitations of Responsibility: The primary goal of *TGGF* is to review the submitted applications in order to determine if the proposed construction conforms to the Design Guidelines. *TGGF* does not assume responsibility for the following:
 - a. The structural adequacy, capacity, or safety features of the structure and/or improvement.
 - b. Non-compatible or unstable soil conditions, soil erosion, etc.
 - c. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances.
 - d. The performance or quality of work of any architect or contractor.

- The Architectural Review Committee: Membership shall consist of individuals appointed by *TGGF*. Meetings are held as requests are received.
- Review Fees: Review fees are established by *TGGF*. *TGGF* reserves the right to waive these fees at its discretion.
- Review Policy: *TGGF* reviews the submission and either grants approval, approval with stipulations, or denies approval. The owner is notified of the decision in writing and/or drawings within thirty days from the date of receipt. One set of plans will be returned with comments. *TGGF* may deny approval because the application is incomplete or inadequate. If approval is not granted, a revised application may be submitted and reviewed in the same fashion as the initial application. If the application is denied approval, a formal appeal may be made in writing to *TGGF*, attn: Architectural Review Committee.
- Application Withdrawal: An application for withdrawal may be made without prejudice.
- Variances: All variance requests pertaining to The Design Guidelines must be made in writing. Any variance granted shall be considered unique and will not set precedence for future decisions.
- Approval of Builders: All builders must be approved by *TGGF* to build in *TGGF*. A list of pre-approved builders who understand the high quality of construction expected at *TGGF* is available from Provenance Development Company. A builder not on the list must receive approval by *TGGF*.
- Construction Inspection: Periodic inspections may be made by *TGGF* while construction is in progress to determine compliance with approved plans and specifications. *TGGF* is empowered to enforce its policies as set forth in The Design Guidelines and the Declaration of Covenants by any action, including in a court of law, to ensure its compliance.
- Waiver and Additional Requirements: The Design Guidelines have been adopted to assist the owners in connection with the review procedure. However, *TGGF* has the right to waive the Design Guidelines requirements on the basis of architectural merit or demonstrated hardship.



DESIGN REVIEW PROCEDURE

Submit two copies (or one digital file) of all required documents and drawings to _____
_____, Attn: _____ at:

Provenance Development
1922 Chestnut Park Avenue
Shreveport LA 71106
help@yourprovenance.com

All documents shall include the name of the project, *TGGF* lot number, owner(s) name(s), and the date.

Step 1: Review Documents: In order to proceed, you should have reviewed the following documents:

- o The Lot Purchase Agreement
- o Plat (shows individual setbacks)
- o The Grove at Garrett Farm Design Code/Acknowledge Receipt
- o The Declaration of Covenants: Acknowledge Receipt
- o The Design Review Procedure (this document)
- o The list of recommended architects and approved builders.

Step 2: Concept Review: This review confirms a correct interpretation of The Design Guidelines. *TGGF* will stamp the drawings upon approval.

- o Form A: Concept Review Application
- o Complete Schematic Drawings
 - Site Plan (1/16" = 1') showing:
 - N arrow
 - Building footprint with entries, porches and balconies delineated and overhangs shown as dashed lines.
 - Drives and walks, with dimensions of each
 - Existing trees shown
 - Any garden information
 - Floor Plans (1/8" = 1' or 1/4" = 1')
 - Elevations showing:

- Porches, balconies, doors and windows
- Principal materials rendered and specified
- Height of each floor, eave, and maximum height in relation to ground level
- Roof pitch
- Variances: If there are any variances to The Design Guidelines, submit a description of them and the justification based on merit or hardship.
- Architectural Type: Please note which of the approved types best fits your home style (Colonial, Classical, French, Bungalow, Transitional, Farmhouse Revival)

Step 3: CONSTRUCTION DOCUMENTS REVIEW

- Concept Review Application (stamped by TGGF)
- Form B: Construction Document Review Application
- Form C: Materials and Finishes List
- Complete Construction Drawings
 - Site Plan
 - Floor Plan
 - Elevations
 - Details
 - Landscape Plan
 - Variance



FORM A: CONCEPT REVIEW APPLICATION

LOT: _____

Owner: Name, Address, Phone, Email

Architect: Name, Address, Phone, Email, Website

Landscape Architect/Company: Name, Phone, Address, Email, Website

Builder: Name, Address, Phone, Email, Website

Two sets of Site Plans, Floor Plans, and Elevations are to be submitted.

Date Submitted:

Signature:



FORM B: CONSTRUCTION DOCUMENT REVIEW APPLICATION

LOT: _____

Owner: Name, Address, Phone, Email

Architect: Name, Address, Phone, Email, Website

Landscape Architect/Company: Name, Phone, Address, Email, Website

Builder: Name, Address, Phone, Email, Website

FORM C: MATERIALS AND FINISHES LIST

Identify the proposed materials and colors noted below. Include pertinent information or samples, such as photographs or cut sheets. Include color sample board for all painted, stained, or factory-colored materials. Include brands and manufacturer's names.

LOT: _____

Owner: Name, Address, Phone, Email

Builder: Name, Address, Phone, Email, Website

Railings:

Chimney:

Doors: Main Entrance, Other

Driveway:

Walks:

Garage Door:

Fence Gates:

Gutter:

Lighting:

Deck:

Roof:

Shutters:

Soffit:

Walls:

Windows:

Date Submitted:

Signature:
